



## **PBL STANDARDS OF MAILABILITY**

### **USE FOR:**

Computer Applications  
Desktop Publishing  
Word Processing

### **RESULTS WILL BE BASED ON CORRECTABLE COPY**

The FBLA-PBL Format guide on pages V79-V92 of the Chapter Management Handbook (2004-2005 PBL Version) should be followed.

### **The following will make the copy mailable with slight corrections: (Penalty of 2 points per error)**

Omission of a nonessential part(s) of a document (e.g., reference initials, enclosure notation, etc.)  
Minor error in vertical placement  
Minor error in horizontal placement  
Minor spacing errors  
Inserted or omitted words that do not change the meaning of the sentence  
Transposed words that do not change the meaning of the sentence

### **The following will make the copy mailable with serious corrections: (Penalty of 5 points per error)**

Failure to follow specific directions  
Keying or spelling errors  
Inserted or omitted words that change the meaning of the sentence  
Omission of essential parts of a document (e.g., date, inside address, etc.)  
Format Guide not followed